

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply To:

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April 25, 2003

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Instruction Memorandum No. MT-2003-039
Expires: 9/30/04

To: State Management Team
Attention: All Integrated and Uniform Cardholders, Fleet Managers, and
Corporate Account Managers

From: State Director

Subject: Integrated Purchase Card, Uniform Drawdown Card, Fleet, and Corporate
Account Administrative Reviews

In accordance with Bureau of Land Management Manual 1512, Release 1-1676, Charge Cards and Convenience Checks for Travel, Purchase, Fleet, and Uniforms, the reviews of the Purchase Card/Convenience Check records, Uniform Drawdown Card records, Corporate Account records, and the Fleet records were completed for Fiscal Year 2002. Following are the deficiencies found most frequently on the Integrated Purchase Card during these reviews and the actions needed to bring us into compliance with regulations:

1. The cardholder and/or the approving official did not sign many of the credit card statements. All statements, even if there are only travel costs, must be signed and dated by both the cardholder and the supervisor, after the cardholder has reconciled the statement, and before submitting to the local Remote Data Entry person.
2. Acting supervisors who have not taken the mandatory Approving Official training were signing the statements. All supervisors and their actings must complete the mandatory training at <http://training.nbc.gov/chargecard>.
3. Travel transactions on some credit card statements were not identified with the date and location of travel. All travel transactions, whether they are centrally billed or individually billed, must be identified with the date, location, and description of item of travel. The travel voucher with documentation must be attached to the statement. Documentation includes transportation costs such as taxi, shuttle, airline ticket cost, and parking fees.

4. Adequate line-item descriptions were not provided in many cases. A description like miscellaneous supplies, cleaning supplies or supplies/materials is not sufficiently descriptive. Detailed descriptions and complete fund codes, including the budget object class, are required for each line item.
5. Receipts for many purchase transactions were missing. There must be a receipt or some sort of documentation to match each centrally billed item on the credit card statement. This also includes the statement for your Uniform Drawdown Card. All receipts must be filed with, or stapled to, each corresponding statement. Receipts that just have a total amount are not adequate. The receipt should show what was purchased. Keep in mind that poor or non-existing documentation of purchases could be viewed as a fraud indicator. If you are missing a receipt and are unable to find it, please request a duplicate from the vendor. If you are unable to obtain a duplicate, document your file.
6. In a couple instances, the amount on the receipts/invoices did not match the amount on the statement, and there was no explanation for the difference. Make sure your receipts match the statement and if they do not, write an explanation to account for the difference.
7. It was noted that there was a credit due on a particular line item and then a debit. There was no documentation explaining the reasons for a credit and debit. An explanation must be written on the statement.
8. No documentation of required approvals was found with some credit card statements. Some examples of required approvals are: DI-451 - Awards, volunteer agreements, sensitive property, personal protective equipment, food, etc. The credit card records must contain documentation of the approval(s) to purchase. A list of items needing special approvals is located at the Charge Card Training website: <http://www.ntc.blm.gov/chargecard>
9. Awards were purchased. In some of the reviews there was no DI-451 as documentation. In another situation, awards were purchased and the DI-451 was attached. However, the DI-451 had not been processed through Human Resources (HR). If you are purchasing awards with your credit card, you must have a copy of the DI-451 processed through HR. For information on how to purchase awards, please reference Montana Instruction Memorandum Nos. MT-2003-021, and MT-2001-041, and MT Information Bulletin No. MT-2002-057.
10. There are mandatory sources that we are required to use. To help determine if a mandatory source is to be used, refer to the Charge Card Training on the website: <http://www.ntc.blm.gov/chargecard>. Regardless of quantity or price, you are required to purchase items offered by Javits-Wagoner O'Day Act (JWOD) enterprises. The JWOD website is: <http://www.jwod.gov>. JWOD items are also available from BaseSupply.com. The GSA catalog also lists JWOD products.

11. Resource orders were filled out with just the description “cleaning supplies.” All fire procurements must be supported with a resource order that will support each item purchased.
12. Printing and duplicating services were purchased. This is a prohibited use of the purchase card. Please read Instruction Memorandum No. MT-2002-055 for your printing and duplicating requirements.
13. There were some transactions that appear to be split procurements. Splitting a single, large requirement into two or more smaller purchases in order for each order to fall within the cardholder’s single purchase limit is known as split procurement. When two or more cardholders purchase separate items for the same project in order to stay under \$2500 or purchasing the same item over a short period of time in order to not go over \$2500 at one time are known as split procurements. This type of procurement is not permitted.
14. A convenience check was written for more than \$2500. Nonwarranted cardholders authority for credit card purchases and convenience checks is \$2500 for services and supply and \$2000 for construction.
15. Food that was not allowable was purchased with the credit card. Before purchasing meals or refreshments with your credit card, you must follow the policy in Washington Office Instruction Memorandum No. 2002-012, and Washington Office No. 2002-013.

Please use this information to counsel your employees on the proper procedures to follow when using the government charge card. Employees should learn from these deficiencies and improve record keeping and compliance with regulations in the future.

If you have any questions, please contact Mary Clark, Agency Point of Contact for the Integrated Purchase Card, (406) 896-5205, or Betty Thompson, Agency Point of Contact for the Uniform Drawdown Card, (406) 896-5203.

Signed by: Thomas P. Lonnie, Acting

Authenticated by: Jennifer C. McKinley, (MT-935)

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